
Prescribed Fees

The following applies to requests (other than personal requests):

- 1.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 1.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 1.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 1.4 Records may be withheld until the fees have been paid.
- 1.5 Payments ought to be made to Apto Technologies (Pty) Ltd.

Fees in respect of private bodies.

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is **R1,10** for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows: R

(a) For every photocopy of an A4-size page or part thereof	R1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine - readable form	R0,75
(c) For a copy in a computer-readable form on -	
i) stuffy disc	R7,50
ii) compact disc	R70,00
(d) i) For a transcription of visual images, for an A4-size page or part thereof	R40,00
ii) For a copy of visual images	R60,00
(e) i) For a transcription of an audio record, for an A4-size page or part thereof	R20,00
ii) For a copy of an audio record	R30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is **R50,00**.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows: R

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| (1) (a) For every photocopy of an A4-size page or part thereof | R1,10 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form | R0,75 |
| (c) For a copy in a computer-readable form on - | |
| i) stuffy disc | R7,50 |
| ii) compact disc | R70,00 |
| (d) i) For a transcription of visual images, for an A4-size page or part thereof | R40,00 |
| ii) For a copy of visual images | R60,00 |
| (e) i) For a transcription of an audio record, for an A4-size page or part thereof | R20,00 |
| ii) For a copy of an audio record | R30,00 |
| (f) To search for and prepare the record for disclosure, | R30,00 for each hour or part of |
| To an hour reasonable required for such search and preparation. | |

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.